

Technology Applications Rules & Procedures

Mrs. Dow's Classes – Do NOT Lose This! Keep this ALL semester.

Class Rules:

1. Follow directions the first time they are given (if not understood students should immediately raise their hand for assistance.)
2. Be in class, with supplies and seated before the bell rings. (Do not run to your seat)
3. Raise hand to be recognized before speaking.
4. Keep hands, feet and objects to yourself
5. Follow school policy and class procedures.
6. No book bags allowed in the computer lab during school hours

Rewards: Students who choose to follow these rules will be rewarded with Dow Dividends once a week. Dividends may be used for the following

1. Restroom, locker, water pass **upon my approval** (1 dividend, do not interrupt lesson)
2. Dropping a low daily grade (2 dividends each, limit 2 grades)
3. Raise citizenship (1 dividend adds 3pts back to citizenship)
4. Of course an A in Citizenship
5. Other rewards may be added throughout the semester.

Consequences: Students who choose not to follow these rules will:

1st Infraction – Verbal Warning & *citizenship reduced 1 point if a consistent problem*

2nd Infraction – Student citizenship reduced 3 points

3rd Infraction – Student detention and 3 points deducted

4th Infraction – (or in danger of an F in citizenship) – Office Referral and Parent /Teacher telephone conference and citizenship reduced another 3 points.

- When a student's citizenship grade drops from an A to a B a letter will be sent home for parent signature. Student receives 1 day of detention (30 Minutes)
- When a student's citizenship grade drops from a B to a C a letter will be sent home for parent signature. Student receives 2 days of detention (30 Minutes)
- When a student's citizenship grade drops from a C to an F a letter will be sent home for parent signature. Student receives an office referral.
- Any severe problem will be sent to the office immediately and parents will be notified.
- **Not attending detention will result in a referral to the office.**

Computer Misuse & Making Up Work: Students misusing the computer hardware, software, and / or files will result in being removed from the computer and possible other actions being taken. Missed assignments will only be made up before or after school. Assignments must be made up within five class days. Students are responsible for arranging transportation

You Must Keep a 3-Ring Notebook & a Divider labeled "TECH APPS"

Each student will keep a notebook. This must be in their 3-ring notebook. Students will be required to keep ALL worksheets and papers in their 3-ring notebook in a separate section labeled Tech Apps. These papers will be turned in for a grade at the end of each 6 weeks. Students must bring the 3-ring notebook to class everyday with their papers. Students should record assignments in an agenda or daily planner.

Absences

If you are absent, it is your responsibility to check the assignments on the file server, read the power point display before asking the teacher. Do the work and hand it in according to school policy to the appropriate tray/file server. Please wait until class is working before asking for make-up worksheets or handouts. Make up work on the computer **must be done before and/or after school in the computer lab**. The student is responsible for transportation.

Tests

Any student who wishes to raise their grade may come in before or after school and **RETAKE any TEST** (for that 6-week grading period). Should the student score lower when retesting, the grade is not changed.

When the student scores higher, the grade is raised. The student may continue to retake a test (one time per day) until the grade is a 100. If you miss a test, you are responsible for making arrangements to come before or after school to make it up.

Class work and Homework

Students should write their assignments in their Daily Planner. Students should read the power point display. A computerized assignment sheet will be kept on their computer that will calculate their average every time they enter a grade. Students should know their average at all times. Daily assignments and projects may be corrected for a 70%. **The student MUST have attempted to complete the original assignment.** One day late is 50% credit of the assignment's grade and after that it is a zero. If the student attends B.A.S.E. camp they may turn in late work for a 70%. After B.A.S.E. camp, if the assignments is not completed it is a zero and will not be dropped at the end of the 6 weeks. You may use black pen, blue pen or pencil. You must use the posted school heading in the room on your papers or fill out the heading provided on the worksheet. You may use both sides of your paper.

Behavioral Expectations – If you haven't been given permission to do it, DON'T!

- Upon arriving in class you are to go to your seat. You are not allowed to wander around in the computer lab.
- You may sharpen your pencil and use the hand sanitizer before class and after class. Ask if during class.
- Please ask to get up and get a tissue.
- Lost worksheets, average record etc... will be replaced but will have a 3 point deduction from citizenship. Not coming prepared to class will cause 3 points to be deducted from your citizenship, no warning. Students are responsible for providing their own pens, pencils and paper. Copies of worksheets are in the lab manuals and you may write the answers on your own paper, if you have lost your worksheet. Many worksheets are also available online in **pdf** format. You may print it out at home.
- Due to this being a computer lab there is no running, no horseplay, do not bring in magnets, no sharpies, no whiteout, no gum, no candy, no drinks, no food of any kind allowed in this or the other computer lab before, during or after school.
- No throwing or tossing an object of any type for any distance AT ANY TIME.
- No aerosol sprays, keep hair brushes and combs put away. You are not allowed to brush or comb your hair in class. Also no perfume or makeup should be out while in this classroom at any time.
- Not allowed items will be taken away.
- **Students are not allowed to touch another student's computer.** If a student has a problem, then they should raise their hand and let the teacher come and take care of that problem.
- The keyboard and the mouse must stay on the desk at all times.
- **Students may not adjust the monitors. Please ask teacher if there is a problem.**
- Students are not allowed to open another student's documents, projects or folders. This violates the technology rules in the student code of conduct.
- Before trashing any documents, please ask teacher. Do not print documents, until approved by the teacher. DO NOT empty the Recycle Bin without permission.
- **You do not have permission to play games or surf the internet.** The games on the computer are for the AFTER school computer/recycle club. You may only use the student email here at school when given permission. You may NOT EVER open your personal email accounts that you use at home here at school. (District Policy)
- If you wish to work on another subject in class, your Technology Applications work must be done first and you are to notify the teacher.
- Please keep feet off the wall, off of other student's chairs and away from computer cords.
- Inappropriate, crude, suggestive or threatening language in class, on your computer and in your email account is prohibited at all times.
- **Upon being dismissed by the teacher:** Please close the lab book place it on the CPU, place the headphones and clipboard back on their hooks if used and put mouse pad and mouse to the right of the keyboard if you have moved it. Push the keyboard up close to monitor. Put the microphone on CPU to the right of the lab manual. Push in your chair.